

**[ POEA MEMORANDUM CIRCULAR NO. 38, s. 1994,  
June 09, 1994 ]**

**GUIDELINES ON EVALUATION OF APPLICATIONS FOR RENEWAL  
OF LICENSE**

Pursuant to Governing Board Resolution No. 06, series of 1994, the track-record of agencies shall be duly consider in the evaluation of applications for renewal of license based on the following guidelines:

- a. Agencies with a total of four (4) or less number of decided and pending recruitment violation cases, upon full compliance with all other licensing recruitments shall be favorably recommended for renewal of license;
- b. Agencies with eight (8) or less number of pending recruitment violation cases, upon substantial compliance with licensing requirements shall be issued a temporary authority to process documents in accordance with Memorandum Circular No. 53, series of 1991. Said agencies may likewise be allowed to conduct provincial recruitment and advertise for job openings. It is understood that this provisions shall apply only to those agencies who have made timely application for renewal.
- c. The Adjudication Office, shall provide the Licensing and Regulation Office, an inventory of recruitment violation cases filled against the agencies during the validity period of their license including actual status thereof. The reckoning period for the computation of recruitment violation cases filled against the agency shall be until four months before the expiration of its license. Cases filled within the last four (4) months of the validity period shall be considered in the next renewal evaluation process.

For the guidance of all concerned.

Adopted:

(SGD.) FELICISIMO O. JOSON, JR.  
*Administrator*

